NEW CONTINGENT FACULTY
(WITH BENEFITS)
CONTRACT RECOMMENDATION
Academic Year:

Account Number
Department
Division/School

Title _____ First Name _____ MI ___ Last Name _____ Date Prepared _____

Street Address _____ City _____ State _____ Zip _____

E-Mail Address _____ PLU ID or Social Security Number _____ Area Code - Phone Number _____

Highest Degree _____ College/University _____ Year Conferred _____

Terminal Degree for Discipline

Recommended Rank/Title:_____   Base Salary: $_____

Term of Appointment: _____-_____ (Month Yr – Month Yr)

☐ Moving Relocation Requested: $_____

Hiring Rationale/Comments: (If this is a replacement, please enter that information here)

Contract Notes:

Instructions: Once all of the requested information has been entered for your candidate, obtain signatures from the department chair and/or school/division dean, and submit to the Office of the Provost for approval.

Please note that a **Curriculum Vitae** and **Course Assignment Sheet** are both required for every new contingent faculty. A current electronic CV must be uploaded to the shared HR Netstor folder prior to submission and the Course Assignment Sheet can be attached or printed on the reverse side of this form. *Contract recommendations received without these documents are considered incomplete and will not be reviewed.*

Signature – Chair (where applicable) Date	Signature - Dean Date
Department (where applicable)	School/Division
Approved — Provost and Senior Vice President for Academic Affairs Date	Approved — Vice President, Finance & Administration Date

For Provost and Human Resources Use Only:

Position #: _____ | FTE: _____ | Transition Stipend: $ _____ | Annual Salary: $ _____

Course Assignment Sheet

Pacific Lutheran University

Academic Year
Name
Department
Division/School

TERM	CRN	SUBJECT	COURSE NAME	# of CREDITS	COURSE LOAD*	FTE*

Total: **Credits**   **LOAD**   **FTE**

*Standard Course Load and FTE Assignment:
- 4-credit course = 1.00 course load = 0.167 FTE
- 3-credit course = 0.75 course load = 0.125 FTE
- 2-credit course = 0.50 course load = 0.083 FTE
- 1-credit course = 0.25 course load = 0.042 FTE

If the course load and/or FTE assigned to any course listed above does not correspond to this standard, please explain below: